<Insert Landcare Entity Name>

Employee Exit Interview Form

**Employee Name: <insert employee’s name>**

**Position: <insert position title>**

**Date of exit interview: <insert exit interview date>**

Reasons for leaving?

**Select one or more:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Higher pay |  | Better benefits |  | Better career opportunity |
|  |  |  |  |  |  |
|  | Improved work life balance |  | Career change |  | Closer to home |
|  |  |  |  |  |  |
|  | Conflict with other employees |  | Conflict with managers |  | Family and/or personal reasons |
|  |  |  |  |  |  |
|  | Company instability |  | Other |  |  |
|  |  |

**Comments:**

|  |
| --- |
| <insert comments> |

Please rank the following:

**The Job itself**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Job was challenging |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient opportunities for advancement |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Workload was manageable |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sufficient resources and staff were available |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your colleagues listened and appreciated your suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Your skills were effectively used |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| You had access to adequate training and development programs |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

**What do you think can be improved about the job?**

|  |
| --- |
| <insert comments> |

**Remuneration & Benefits**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| The salary was adequate in relation to responsibilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Wages were paid on time |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other work related benefits were good |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Work-life balance was promoted and practiced |  |  |  |  |  |  |  |  |  |  |  |  |

**What improvements, other benefits could the company offer?**

|  |
| --- |
| <insert comments> |

**The Organization**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| When you started, did the induction help and was it adequate and accurate |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was a good and positive environment to work in |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Had adequate equipment to do the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Got on well with other staff within the company |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There were sufficient staff to cover the work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| The company was efficient in it’s dealings |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Internal communication worked well |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There was no bullying or harassment |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| There are adequate parking facilities |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| The business did not discriminate against any employee |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

**What do you think can be improved about the organisation?**

|  |
| --- |
| <insert comments> |

**Supervisor / Line Manager**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Had sufficient knowledge of the job |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Is experienced in supervision |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Was open to suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Recognised and acknowledged achievements |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Acknowledged employees contributions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Offered and promoted ways to develop |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provides constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicated management decisions and how they would effect your work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintained a professional relationship with you |  |  |  |  |  |  |  |  |  |  |  |  |

**What are your suggestions or improvements to your Supervisor?**

|  |
| --- |
| <insert comments> |

**Management**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Strongly Disagree** | | | **Disagree** | | | **Agree** | | | **Strongly Agree** | | |
|  |  | | |  | | |  | | |  | | |
| Provide fair and equal treatment |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Make themselves available to discuss job related issues |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Encourage feedback and suggestions |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Maintain consistent policies and practices |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide recognition for achievements |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Give opportunities for development |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Provide constructive feedback |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Clearly communicate decisions and how they effect employees work |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |

What are your suggestions or improvements to Management?

|  |
| --- |
| <insert comments> |

Thank you for completing this information. The organization will treat your responses with confidentiality.